

**MINUTES OF THE ONEIDA COUNTY  
EMERGENCY MANAGEMENT COMMITTEE MEETING  
APRIL 19, 2006**

**COMMITTEE MEMBERS PRESENT:** Chairperson Doug Hall, Matt Matteson, David O'Melia, Larry Greschner and Chuck Wickman.

**OTHERS PRESENT:** Kevin Schlosser, Clarence Puza, Don Knutson, Ken Korten Hof, Emergency Management Director and Dawn Robinson, Program Assistant.

**ABSENT:** Denise Counter and Michael Fraley.

**CALL TO ORDER**

Chairman Hall called the meeting to order at 10:00 a.m. in Conference Room #1-Lower Level of St. Mary's Hospital. Chairman Hall further noted that the meeting notice had been posted and mailed in accordance with the Wisconsin Open Meeting Law. Chairman Hall noted accommodations would be made for handicap accessibility.

**APPROVE AGENDA/MINUTES OF PREVIOUS MEETING**

MOTION: To approve the Agenda (Matteson/Wickman, PASSED).

MOTION: To approve the March 22, 2006 Committee Meeting Minutes and allow the Chairman to take agenda items out of order (Greschner/Wickman, PASSED).

**SET DATE FOR NEXT MEETING**

The next meeting was scheduled for May 31<sup>st</sup>, 2006 at the Law Enforcement Center at 10:00 a.m.

**REPORTS FROM SACRED HEART-ST. MARY'S HOSPITAL AND HOWARD YOUNG MEDICAL CENTER**

Schlosser provided the financial report of Sacred Heart-St. Mary's for the month of March, Exhibit #1. Net patient revenue reflected a positive variance and the report reflected 40 ambulance runs above projection. Total direct expenses reflected a negative variance due to employee salaries for refresher and mandatory skills trainings. There will be a meeting between the Ambulance Manager, Director of Business Services and the Emergency Management Director to troubleshoot why revenues are low and why there is an increase in the number of ambulance runs.

Schlosser provided the maintenance report of Sacred Heart-St. Mary's for the month of March, Exhibit #2. Unit 1 has a new motor installed. Taylor Made, 3M and Quality Collision have agreed there is an issue with the paint adhering to the metal and 3M and Taylor Made are working on receiving replacement doors. Medic 10 stalled during an ambulance call and the patient was transported by Medic 1, patient care was not affected.

MOTION: To approve the March financial report and maintenance report of Sacred Heart-St. Mary's Hospital (Matteson/Wickman, PASSED).

There was a discussion regarding the status of the Tripoli Fire Department. Kortenhof explained the Tripoli Fire Department is a private fire department that is no longer servicing a portion of the Town of Lynne. Willow Fire Department had an automatic aid agreement with the Tripoli Fire Department for structure fires. Medic 5 Medic 1, and the Willow First Responders are responsible for ambulance/EMS services. At this time, fire service is the only discipline affected.

Fraley was on an ambulance transport and could not provide financial and maintenance reports from Howard Young Medical Center.

### **HAZMAT TEAM REPORT**

Puza provided the HazMat Team Report, Exhibit #3.

### **DIRECTOR'S REPORT**

*Discuss/Act on Disposal of retired ambulance:*

The county received a request from the Oneida County Fire Fighters Association to purchase the available 'retired' ambulance to be used as a pull vehicle. The Emergency Management Director recommended waiving the disposal policy and instead, sell the ambulance to the Fire Fighter's Association for \$1.00.

MOTION: To waive the Disposal Policy and sell the retired ambulance to the Oneida County Fire Fighters Association for \$1.00 (Wickman/Greschner, PASSED).

*Discuss/Act on 2005 Emergency Management Annual Report:*

'Draft' 2005 Emergency Management Annual Reports were sent to committee members for review, Exhibit #4. No changes and/or additions were suggested.

MOTION: To forward the 2005 Emergency Management Annual Report onto the County Board of Supervisors.

Discussion on motion:

The Committee decided to return the 'Draft' annual report copies to the Emergency Management Department. Committee members will receive a final annual report at the county board meeting.

MOTION: To forward the 2005 Emergency Management Annual Report onto the County Board of Supervisors, (Greschner/Matteson, PASSED).

*Discuss/Act on Out of State Training Request:*

Both the Emergency Management Director and the Program Assistant have acquired Level III Emergency Management Certification with the final Level IV Certification required to be completed by September 2007. If the fourth level training has not been completed by September 2007, then training has to start all over within a new program. Levels I-III have been completed within the State. Two out-of-state trainings are required to complete Level IV Certification.

The Director's training requests are for August 14-18, 2006 and September 11-15, 2006 and the Program Assistant training requests are for August 21-25, 2006 and September 18-22, 2006. Portage County Emergency Management requested the Director's presence at the September training to assist Portage County. The requested trainings are held at EMI (Emergency Management Institute) in Emmitsburg, Maryland, travel expenses are reimbursed by the Federal Emergency Management Agency (FEMA), the county pays for meal stipend (approximately \$100.00) and meals while traveling to and from Maryland (monies have been budgeted).

Committee members agreed training should be completed and questioned why training requests have to be reviewed by Finance. Korten Hof explained county code requires any out-of-state travel to be reviewed even if funding is provided.

Knutson shared his training experiences at the U.S. Fire Administration Academy/EMI Institute.

MOTION: To approve out-of-state travel requests for both the Emergency Management Director and the Program Assistant and forward out-of-state training requests to the Finance Committee (Wickman/Matteson, PASSED).

*Discuss/Act on EPTEC Professional Services Insurance Limits & Discuss/Act on EPTEC Contract:*

Korten Hof worked with Corporation Counsel and developed a contract for EPTEC Consulting services to conduct an evaluation of the Rhinelander School District funded under a Homeland Security Grant. The contract has been completed and needs committee approval, Rhinelander School District approval, and EPTEC approval.

MOTION: To approve the EPTEC Contract then forward the contract onto the School District of Rhinelander for approval and then onto EPTEC (Greschner/O'Melia, PASSED).

*Update on NEWCOM MARC/WISPERN Radio Project:*

An additional OJA Grant is available to reprogram and replace radios along with purchasing the programming software. The eight million dollar grant became available late Monday, April 17<sup>th</sup> and is due May 5, 2006 and has a 75/25 federal and local match. Grant information was sent to law enforcement departments, fire departments and first responders, a meeting has been scheduled for Monday, April 24<sup>th</sup> and all grant information is due into the department by Friday, April 28<sup>th</sup>.

*Update on County Radio System Upgrade:*

Project Status Report was provided, Exhibit #5. The county allocated 3.8 million dollars for this project and CTA (consultants) provided the county with the report indicating what has been completed thus far. CTA is developing a 'Draft' RFP (Request for Proposal) for the counsel in the Dispatch Center and an April 10<sup>th</sup> meeting was conducted to review each tower site location and construct a new tower in the Willow area. A meeting is scheduled for April 20<sup>th</sup> with Planning & Zoning, Building & Grounds, Forestry and Land Information to discuss/obtain tower permits.

## **UPDATE OF THE LOCAL EMERGENCY PLANNING COMMITTEE**

Meeting scheduled for today at 1:00 p.m. at the Law Enforcement Center.

1<sup>st</sup> project involved DNR Fire Zone Atlas Maps. Each zone identifies a pre-assigned area in which responding fire departments should report to for wild land fires, etc. The project has been completed and a map will be provided to each fire department along with a copy in the Emergency Management Department.

2<sup>nd</sup> project involved LEPC Residential Guide to Emergency Preparedness Booklets. The State sponsored the grant, 5,000 booklets were developed, and the project has been completed with booklets distributed throughout Oneida County.

## **MONTHLY BUDGET REVIEW**

Kortenhof referred to the department's monthly budget, Exhibit #6.

Budget overruns were discussed pertaining to hospital subsidies. A meeting is scheduled with St. Mary's Hospital (Ambulance Manager, Director of Business Services and the Emergency Management Director) to find out why revenues are short when there is an increase in the number of ambulance runs.

## **APPROVAL OF BILLS, VOUCHERS AND LINE ITEM TRANSFERS**

Kortenhof provided the monthly bills, vouchers, line item transfers and expense voucher summary sheet, Exhibit #6.

One line item transfer from the State to print the LEPC Residential Guide Booklets. Personnel expense vouchers were signed.

MOTION: To approve the bills, vouchers, line item transfers and expense voucher summary sheet (O'Melia/Hall, PASSED).

## **REPORTS FROM SACRED HEART-ST. MARY'S HOSPITAL & HOWARD YOUNG MEDICAL CENTER**

No patient(s) were being transported when an ambulance was involved in an accident. The accident is covered by the county's insurance, county clerk was notified and ambulance repairs are being done at Quality Collision (county highway vehicles are repaired at Quality Collision). Schlosser indicated three ambulance units are being kept at both hospitals until repairs have been completed.

## **PUBLIC COMMENT**

No public comment was given.

## **ITEMS FOR NEXT AGENDA**

Develop agenda at Emergency Management Director's discretion.

## **ADJOURN**

**11:02 a.m.** MOTION: To adjourn the meeting (O'Melia/Greschner, PASSED).

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Doug Hall, Chairman

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Dawn Robinson, Program Assistant